

DEPARTMENT OF COMMUNITY INITIATIVES

POLICY MEMORANDUM

Subject: **Training and Supportive Service Allowances
For DCI Divisions, Delegate Agencies & Subcontractors**

2nd Revision Date: **January 1, 2006**
1st Revision Date: **September 1, 2004**
Original Date: February 1, 2004

Summary of Revisions:

1. Clarifies the definition of income in determining program eligibility.
2. Defines testing, training supplies, tools and other work related expenses as training expenses rather supportive service expenses and allows higher limitations for specified training expenses for certain occupations.
3. Updates the Federal Poverty Level for the current service year.
4. Increases the allowance for travel related expenses while in training to \$8 per day/\$40 per week.
5. Sets the limit for utility assistance per year to that allowed for Project WARM.
6. Identifies Target Demand Occupations for 2005.

Purpose: This Department of Community Initiatives (DCI) policy provides Divisions, Delegate Agencies, and Subcontractors with procedures, allowances, and requirements for use of City of San Antonio (COSA) General Funds and DCI provided grant (non-General Fund) funds for education, job, skill or life skill training and supportive services. The policy also stipulates internal DCI monitoring requirements to ensure compliance.

Executive Summary of This Policy:

1. Establishes a maximum household income eligibility level of 200 percent of the current Federal Poverty Level for a participant to receive training or support services via a DCI funded program.
2. Defines allowable expenses for training, education, and supportive services
3. Establishes maximum dollar and time limitations per person for training, education and supportive services.
4. Describes participant conditions that must be met in order to receive various services via a DCI funded program.
5. Establishes requirements for support documentation when training, education or supportive services are provided.
6. Defines a waiver process that must be followed in situations that do not meet the requirements of the policy.

Definitions: Training costs include tuition, academic or training fees, books, testing or assessment fees, training supplies, tools and work related items required by the training provider for job training. Supportive services include childcare, mortgage, rental, food or utility assistance, transportation, and other work related expenses to include stipends, gift cards and

other incentive items. Use of the term “manager” in this policy refers to the DCI division or program manager or the most senior delegate agency manager, as appropriate, unless otherwise specified. The word “Director” in this policy refers to the Director of Community Initiatives.

Policy: This policy applies to all DCI Divisions, Delegate Agencies, and Subcontractors and is intended to provide uniform and consistent guidance for the expenditure of training and supportive services for participants in DCI funded programs. This policy will be incorporated into and become a part of all Delegate Agency and Subcontractor contracts.

Conflicts: This DCI policy only supplements grantor requirements. In all cases, funding source procedures and program requirements for eligibility and supportive services will be followed if they conflict with this policy. Additionally, funding source guidelines may be followed if they permit higher allowances than authorized by this policy.

Monitoring: DCI contract monitors and the Office of Quality Assurance personnel will follow Department Directive (DD) 29 (Quality Assurance Reviews) and DD 30 (Contract Monitoring) and will review Delegate Agency and Subcontractor records to ensure eligibility, job training, and supportive service requirements are met and documented. DCI monitors will report non-compliance as required by DD 30. The Director will require the Delegate Agency or Subcontractor to refund all costs incurred for services provided to ineligible participants.

Funding Priorities: In situations where limited funding requires a prioritization of participant needs, eligible program participants will be served in the following order:

- Elderly (over 60)
- Certified disabled
- Critical care customer (CPS certified)
- Households with children 3 years of age or younger

Eligible individuals in a crisis situation (including spousal abuse, homeless or hungry or the immediate threat thereof) may be served without regard to these priorities. No individual already receiving services will have any service terminated because of new participants with a higher needs priority.

Agencies that do not adopt all of the requirements and expenditure limitations of this policy are required to account for the expenditure of COSA funds separately from funds received from other sources to ensure that they are expended in compliance with this policy.

Basic Income Eligibility: Training is available to City residents regardless of income level. Funding limits vary based on the length of training and the goal of such training. Support services may be available to individuals who meet DCI’s basic income eligibility test.

Income Eligibility Test: To be eligible for initial and continued support services an applicant’s annualized annual household income at the time support services are provided may not exceed 200% of the current Federal Poverty Level (FPL). Household income includes monies from those sources identified by IRS Publication 17 but also includes military disability benefits. For military personnel, income is identified as monies from those sources identified by IRS Publication 3. IRS publications 3 and 17 are included as Attachments A and B may be downloaded at <http://www.irs.gov/publications/index.html>. Some types of support service have more stringent income eligibility requirements. The FPL Guidelines (revised annually) for 2005

are included as Attachment C but may be downloaded at <http://www.hhs.gov>. Any participant who exceeds the maximum income level while receiving supportive services may no longer receive supportive services unless the Director approves a written exception. Service providers must document their definition and calculation of annualized income.

DCI's income eligibility requirements should be deemed maximum levels. If a funding source requires more stringent income requirements, the more stringent requirements will be followed. Additionally, due to agency funding levels or service capacity, service providers may establish lower levels, at their discretion, provided they are used on a universal and consistent basis.

Residency Requirements: To be eligible for training and support services, an applicant must provide proof of residency within the City of San Antonio as well as their intention to maintain residency in the City upon completion of DCI funded training. Proof of intention to maintain residency may be done so through various means to include:

- Military Dependents: May use Permanent Change of Station orders as proof of residency intent.
- Non-Military: May use the purchase or ownership of a self-occupied home as proof of intent.
- All: May use a self-declaration of intent to remain in San Antonio as a resident

Any applicant not meeting these residency requirements or who is unable to provide proof of residency intent will be considered on a case-by-case basis via the exception process outlined in this policy.

Exception Process: Dollar limitations or other eligibility requirements for training and supportive services may be waived on an individual basis for extenuating circumstances or unusual personal situations. Individual's not meeting income or other requirements of this policy may receive training or support services via a written exception to this policy as follows:

- a. Income eligibility. If an individual exceeds the DCI basic income eligibility requirements for a specific support service, a request may be submitted in writing to the Director for approval prior to the provision of the particular support service.
- b. Crisis intervention. If an income eligible participant requires immediate support services to address a crisis situation, such service(s) may be provided on a one-time basis for a period not to exceed seven calendar days in an amount not to exceed \$250. The requirement to document service or denial from other agencies or service providers is waived.
- c. If a DCI grant funding source specifically allows more generous training or support service allowances or allows a higher income level, such allowance will be documented once and forwarded to the Director for approval.

It is the contracted agency's responsibility to determine the type of DCI funds received and the eligibility and other requirements of the funding source. DCI will assist the agency as requested.

All exceptions require written approval by the Director unless waiver or approval authority has been delegated in writing to the appropriate Division/Program or agency manager.

ELIGIBILITY & PROGRAM REQUIREMENTS

All funding source eligibility requirements must be met and documented in the participant file before any training or supportive services may commence.

Attachment D provides a summary matrix of eligibility and program requirements and limitations for all authorized training and supportive services. All dollar or time limitations are for COSA funds expended per agency per applicant unless otherwise stated. Short-term and long-term dollar and time limitations may not be “stacked” or combined for a participant.

Individuals receiving education, training or support services from any DCI program are strongly encouraged to participate in the Department’s Family Economic Security Program (FESP.) All service providers should advise participants of the features, benefits and qualifications for:

- a. Financial Literacy programs
- b. Volunteer Income Tax Assistance (VITA) program
- c. Individual Development Accounts (IDA)

REMEDIAL EDUCATION AND JOB/SKILL TRAINING REQUIREMENTS

DCI supports short-term remedial education necessary to receive training with a goal of placing participants in permanent employment or transitioning them into self-sustaining employment.

All providers are responsible for knowing current Texas Workforce Commission (TWC) training and support services opportunities and requirements and for referring all eligible applicants to a TWC workforce center if appropriate. If TWC training or support services are available for a qualified applicant, those resources should be utilized first to the extent possible or practical before COSA funds are committed.

Long-Term training may be provided only in targeted demand occupations (or a “first level” directly related occupation) as identified by Alamo WorkSource (AWS). Long-term training may also be approved for customized training programs if the employer has provided a written agreement to employ graduates of the training program at a wage of not less than \$10.00 per hour. Occupations not on the approved occupation list may be requested to be added to the list via written request to the Director. A list of Target (Demand) Occupations for 2005 is included as Attachment E.

Short-term training is supported if it has a goal of immediate “transitional” job placement. Training providers (e.g. Project QUEST, Goodwill, and YO) may use DCI provided funds to purchase direct training services from other providers, but only for approved occupations or programs as outlined above. Additionally, certain grant-funded programs for job training may require use of certain approved training vendors, as specified by the funding source. All COSA and funding source procedures and requirements for the procurement and payment of training services must be followed. DCI provided funds may not be used to purchase training that does not result in a marketable skills certificate in a targeted or approved occupation.

Applicants who are skilled or have been previously employed in a targeted occupation may receive training or support services via a DCI funded program if they meet eligibility requirements and:

- a. They are currently earning less than \$10.00 per hour or receive prior written approval from the Director (or manager if so delegated) or
- b. Their previous skill training was not provided using COSA funds or
- c. Their training was in an occupation that is no longer identified as a demand occupation or
- d. They are a displaced worker requiring re-training in order to become re-employed.

DCI supports both short and long-term job and occupational skill training and short-term remedial education as follows:

- a. Short-term training of six months or less is authorized for placement in transitional (less than a living wage) employment. The City's Living Wage for 2005-2006 is \$8.75 per hour. Such short-term training must be intended to provide the participant with:
 - Immediate placement and income
 - Basic employability skills
 - Character trait development
 - Creditable job experience for transition to a living wage

Total short-term training costs may not exceed \$1,000 per person per lifetime and total supportive services for income eligible participants may not exceed \$1,000 per person per lifetime, plus childcare (at the current CCDS rate) plus transportation (per limits below) for the duration of training, unless specifically authorized in writing by DCI or the funding source.

- b. Short-term training (including a compressed schedule) of six months or less is also authorized for permanent placement at or above the living wage, preferably in a demand occupation. Total training costs may not exceed \$2,000 per person per lifetime and total supportive services may not exceed \$1,000 per person per lifetime, plus childcare (at the current CCDS rate) plus transportation (per limits below) for the duration of training, unless specifically authorized in writing by DCI or the funding source.
- c. Long-term occupational training (more than six months) is authorized for permanent placement in a targeted (or approved) occupation. Total training costs may not exceed \$4,000 per person per lifetime for certificate programs or \$6,000 per person per lifetime for associate or higher degree programs. Total supportive services may not exceed \$2,000 per person per lifetime plus childcare (at the current CCDS rate) plus transportation (per limits below) for the duration of training for income eligible participants unless specifically authorized in writing by Director, the Division or Agency manager if so delegated, or the funding source. For individuals participating in a long-term customized training program, total training costs will be limited to the actual cost of the customized training.
- d. Short-term remedial education of less than 6 months is authorized for individuals with a high school or G.E.D. diploma whose pre-enrollment academic assessment (using the Test of Adult Basic Education (TABE) or similar instrument) indicates an academic level of not less than 10.0. Total training costs may not exceed \$1,000 per person per lifetime and total supportive services may not exceed \$1,000 per person per lifetime, plus childcare (at the current CCDS rate) for the duration of training for income eligible participants unless specifically authorized in writing by the Director, the Division or Agency manager if so delegated, or the funding source. Individuals who

have not achieved an academic level of 12.0 or higher after remedial education funded by DCI are not eligible for further training funded by DCI but are eligible for G.E.D. preparatory education at any COSA Community Family Resource and Learning Center.

- e. Adult Basic Education (ABE) is authorized for any individual whose pre-enrollment academic assessment (using the Test of Adult Basic Education (TABE) or similar instrument) indicates an academic level of less than 10.0. All ABE will be provided via a COSA Community Family Resource and Learning Center or other designated education provider depending on the participant's needs. Total training costs may not exceed \$1,000 per person per lifetime and total supportive services may not exceed \$1,000 per person per lifetime for income eligible participants unless specifically authorized by the Director.

All direct (i.e. out-of-pocket) training and supportive service costs for each participant must be properly documented in the Agency's fiscal records and in the participant's individual case or student file. If tools are provided to the participant for job training, the participant must acknowledge receipt of the tools on an inventory form and sign an agreement to return the tools if the training program is not completed. The cost of non-cash services such as case management, referral, follow-up, etc. need not be calculated or considered in terms of this policy.

All participants needing training should complete a career exploration process before any COSA funds are committed by the Agency. Once training has commenced, a change in the participants targeted demand occupation is allowed only once per participant.

Additionally, all participants who are eligible for Pell grants or other local, state or federal sources of financial aid must show proof of application for such funds before COSA funds may be used for training or support services. Pell or scholarship funds can be used for training or living expenses or both if permitted by the source of such funds.

SUPPORTIVE SERVICE REQUIREMENTS

DCI's training and support service programs are designed to facilitate the coordination of community resources and, when possible, minimize or eliminate the possible duplication of services with other service providers. Accordingly, when possible or appropriate, agencies should coordinate service referrals with the United Way 211 referral resource. When applicable, Delegate Agency or Subcontractor staff should provide participants with a listing of other service agencies and refer participants to applicable programs or to their DCI sponsoring Division for assistance. A coordinated effort is needed to ensure participants are made aware of all available services.

It is DCI's policy to provide supportive services to program participants only if the service is not available via another source and only after other providers of these (or comparable) services have declined to provide the service to the participant because of funding, capacity or eligibility requirements. If a participant is referred to another DCI division for support services a record of the service (or denial) must be obtained from the servicing division and included in the casefile if possible. For referrals outside of DCI a record of the participant's request and the provider's declination of the service (if available) must be included in the participant's file or, in the absence of a provider's declination, the participant may self-certify the declination.

Following are basic DCI supportive services that are potentially available to program participants. Dollar, time or other program limitations specified may not be exceeded except in cases where the Agency documents the funding source authorization for different supportive services or service levels. When such supportive services are provided, each (and all) services provided must be documented in the participant's case file.

Childcare: All applicants requesting or requiring purchased childcare services will first be referred to DCI's Child Care Delivery System Division (CCDSD) to determine whether Headstart, Pre-Kinder, Homeless Childcare, Our City Cares or other programs are viable options in lieu of childcare. If no other programs are options, the applicant will be required to meet CCDS eligibility tests for income, employment, and training/education status before childcare services may be provided. Full or partial payment of childcare is available only to households that do not have an adult (responsible parent, relative, or guardian) available to provide this service. DCI provided funds may be used to support participants who meet CCDS eligibility requirements and who are wait-listed by CCDSD, but only for the period they are wait-listed. Any participant not meeting CCDS eligibility requirements may request a waiver for a specific period of time, which must be submitted in writing by the Agency for a determination by the Director prior to any services being provided. If the division or agency provides childcare internally without purchasing such services from another provider the provisions of this section do not apply

Food Assistance: Program participants should first seek assistance through community food pantries, including the Food Bank, and other local, state or federal agencies, and should apply for food stamps if eligible. If such assistance is unavailable, DCI support for food assistance may be authorized and cannot exceed \$150 per household per year. The non-availability of other support services must be documented in the case file.

Exceptions are allowed in emergency situations, declared natural disasters or catastrophes (e.g. fire or flood) but must be documented in the casefile (if one exists) and approved by the Director (or Division/Agency manager if so delegated.)

Food Purchases: Delegate Agencies and Subcontractors may purchase food for participants only if the Agency's DCI approved budget supports the expenditure. Food purchase receipts must be retained by the Agency and show the food provider or store where the purchase was made, date of purchase, items purchased, and amount paid. COSA is prohibited by law from reimbursing any taxes paid for the purchase of food or other commodities. When food items are dispersed or consumed, a log must be retained that shows the date, the program purpose, and a roster of those participants attending the program. Each participant should sign the log to verify attendance. Customary refreshments for events or activities (as opposed to meals) may be provided for participants if the Agency's DCI approved budget supports the expenditure. A record of who consumed the refreshments is not required if the cost for such refreshments does not exceed \$25 per event or activity.

Healthcare: All participants requiring health care services will be referred to health care providers. Unless required for a specific training or education program (e.g. nursing) DCI does not cover any health related expense other than medical, dental, vision, and pharmaceutical as specified below. The participant's case file must be documented to show when and to whom the medical referral was made.

Medical, Dental and Vision Care: Program participants may receive DCI support for medical, dental and vision care for participants up to \$100 per visit and a combined maximum of \$300 per year per person. Receipts for services provided must be placed in the participant's case file.

Pharmaceutical Assistance: Program participants may receive DCI support for prescription assistance up to \$150 per year per person.

Rental and Mortgage Assistance: If eligible, all applicants must first apply for assistance through DCI's Community Action Division, as well as any applicable local or state housing programs. Eligible applicants must have proof of rent/mortgage expenses and must also show proof of ability to continue payments after assistance is received. Assistance will first be provided via FEMA if the applicant is eligible. However, DCI allows rental and mortgage assistance for individuals who are not eligible for FEMA assistance provided that household income does not exceed the DCI's income eligibility requirements. Assistance is limited to \$500/year. The non-availability of other support services must be documented in the case file.

Stipends and Gift Cards: DCI funded programs may provide participants stipends, gift cards and other incentive items (such as t-shirts, ball caps, etc) for rewards, recruiting, and retention. DCI Delegate Agencies and Subcontractors must have written internal controls in-place to account for the purchase and distribution of stipends and gift cards. DCI programmatic and fiscal monitors will ensure that Agencies have adequate internal controls in-place at the beginning of each Agency contract and will assess their effectiveness during site visits and specifically via the joint Program Performance Review. If controls are not adequate, the Agency will be immediately prohibited from using stipends, gift cards, or other incentives until controls are implemented, reviewed, and approved by the Director. Gift cards used to provide supportive services (e.g. food, pharmaceuticals) will follow eligibility and limitation guidelines as outlined above. Gift cards that expire prior to use will be charged back to the Agency.

Agencies or Subcontractors providing a money stipend are required to maintain either time sheets or sign-in logs to confirm program participation. Agencies will issue a check or other numbered instrument to the participant and maintain a log showing the names of the recipients of the stipends, their social security number, and their signature that acknowledges the receipt of the stipend. The log should include a statement explaining the reason for the issuance of the stipend.

A receipt showing the purchase of gift cards will be retained by the Agency and will be used to obtain reimbursement from DCI. Gift cards and highly pilferable incentives (electronic items, etc.) must be stored in a secure location (locked file or box) prior to their use. The distribution of gift cards requires a log showing the date, the name of the recipient, value of the gift card, reason for the issuance, and will include the signature of the recipient.

Tax Assistance: Any participant requiring assistance preparing their federal income tax return should utilize DCI's no-cost VITA service provided they meet VITA eligibility requirements.

Temporary Shelter: DCI funding may be used to provide or arrange for temporary shelter for a maximum of seven nights per person per year for individuals not currently participating in another DCI housing or shelter program. A participant's personal income may not exceed 125% of the FPL to receive this assistance.

Transportation: DCI supports bus expenses not to exceed \$20 per month per participant (or the cost of a monthly bus pass) or gas and other automobile expenses of up to \$8 per day and \$40 per

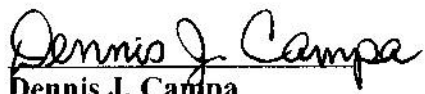
week. If mileage reimbursement is allowed, the participant will be required to provide the Division or Agency with proof of liability insurance, and a daily log showing the date, odometer reading and amount of transportation expenses that were incurred. The log must be supported by receipts, coincide with the participant's program schedule, and will be retained by the Agency for program review purposes. The participant and a Division/Agency staff member must sign the log. Providers may opt to reimburse transportation costs at a flat per diem rate, provided the weekly rate does not exceed \$40. The Division or Agency manager must approve any payment of more than \$40 in one week.

Utility Assistance: Program participants should first seek assistance through all available programs including Bexar County programs such as CEAP or LI-HEAP, or Projects WARM, REAP, and AGUA and the Affordability Discount Program, which are administered by DCI in conjunction with SAWS and CPS. Individuals must qualify for each particular program based on income. If ineligible for assistance because of income, the Division/Program manager may approve an exception if the individual's income does not exceed 200% of the FPL. In any case, DCI support for utility assistance may not exceed the annual amount per household per year allowed under Project WARM unless the exception process is followed. The non-availability of other support services must be documented in the case file. Utility assistance is authorized for any form of direct utility assistance to include connection, reconnection and penalty fees but may not be used for utility deposits. All able-bodied individuals receiving utility assistance are expected to attend a course in personal financial literacy within six months of receiving the assistance.

Work Related Expenses: DCI support may include, as training expenses, various work-related expenses that participants may incur while in training. Fees for testing or examinations for licenses or certifications, uniforms and special occupational footwear, tools, clothing, and related training supplies may be authorized to a maximum of \$250 per person per year. Individuals in long-term training for Medical and technological occupations are authorized an additional maximum of \$1,000 per person per lifetime for "usual and customary" testing/licensing/certification fees. A maximum of \$1,000 per person per lifetime is authorized for tools that are required by the training provider for long-term training programs in the medical, dental or automotive fields.

Other Supportive Services: Agencies may provide other services not specified in the policy by requesting approval from the Director in writing prior to providing such service.

APPROVED:


Dennis J. Campa
Director

12/21/05
Date Signed

Attachment A

IRS Publication 17

Gross Income:

Included Items:

Alimony	Estate and Trust income	Railroad Retirement – Tier II
Annuities	Farm income	Rents
Awards	Fees	(gross rent)
Back pay	Gain from sale of property or securities	Salaries
Bonuses	Royalties	Scholarships and Grants
Breach of Contract	Gambling winnings	Severance pay
Business income	Hobby income interest	Social Security and Railroad Retirement – Tier I payment (portion may be taxable)
Commissions	IRA distributions	Supplemental unemployment benefits
Compensation for personal services	Military pay (not exempt from taxation)	Tips and gratuities
Debts forgiven	Military pension	Unemployment compensation
Director's fees	Notary fees	Wages
Disability benefits (employer-funded)	Partnership income (taxpayer's share)	Military Disability (<i>Added</i>)
Discounts	Pensions	
Employee awards	Prizes	
Employee bonuses		

Excluded Items:

Child support death payments	Insurance proceeds	Housing allowance of clergyman
Federal Employee's Compensation Act payments	<ul style="list-style-type: none"> • Accident • Casualty • Health • Life 	Sickness and injury payments
Damages for physical injury (other than punitive)	Payments to the beneficiary of a deceased employee	Veteran's benefits
Interest on tax-free securities	Relocation payments or payments in lieu of worker's compensation	Welfare payments (including TANF)
Meals and lodging for the convenience of employer		Worker's compensation and similar payments

Attachment B

IRS Publication 3

Gross Income:

Included Items:

<p>Basic Pay:</p> <ul style="list-style-type: none"> <u>Active Duty</u> Attendance at a designated service school Back wages CONUS COLA Drills Reserve training Training duty <p>Special Pay:</p> <ul style="list-style-type: none"> <u>Aviation career incentives</u> Career sea Diving duty Foreign duty (outside the 48 contiguous states and the District of Columbia) Foreign language proficiency Hardship duty Hostile fire or imminent danger Medical and dental officers Nuclear-qualified officers Optometry Pharmacy Special duty assignment pay <u>Veterinarian</u> 	<p>Bonuses:</p> <ul style="list-style-type: none"> Career status Enlistment Officer Overseas extension Reenlistment <p>Other Payments:</p> <ul style="list-style-type: none"> Accrued leave High deployment per diem Personal money allowances paid to high-ranking officers Student loan repayment from programs such as the Department of Defense Educational Loan Repayment Programs when year's service (requirement) is not attributable to a combat zone Disability (including from terrorist or military action) <p>Incentive Pay:</p> <ul style="list-style-type: none"> Submarine Flight Hazardous duty High altitude/Low altitude (HALO)
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Excluded Items:

<p>Living Allowances:</p> <ul style="list-style-type: none"> BAH (Basic Allowance for Housing). BAS (Basic Allowance for Subsistence). Housing and cost-of-living allowances abroad whether paid by the US Government or by a foreign government OHA (Overseas Housing Allowance) <p>Moving Allowances:</p> <ul style="list-style-type: none"> Dislocation Military base realignment and closure benefit paid after November 11, 2003 Move-in housing Moving household and personal items Moving trailers or mobile homes Storage Temporary lodging and temporary lodging expenses <p>Travel Allowances:</p> <ul style="list-style-type: none"> Annual round trip for dependent students Leave between consecutive overseas tours Reassignment in a dependent restricted status Transportation for you or your dependents during ship overhaul or inactivation Per diem 	<p>Combat Zone Pay:</p> <ul style="list-style-type: none"> Compensation for active service while in a combat zone or a qualified hazardous duty area <p>Family Allowances:</p> <ul style="list-style-type: none"> Certain educational expenses for dependents Emergencies Evacuation to a place of safety Separation <p>Death Allowances:</p> <ul style="list-style-type: none"> Burial services Death gratuity payments to eligible survivors Travel of dependents to burial site <p>Other Payments:</p> <ul style="list-style-type: none"> Defense counseling Group-term life insurance professional education Professional education ROTC education and subsistence allowances Survivor and retirement protection plan premiums Uniform allowances Uniforms furnished to enlisted personnel <p>In-kind Military Benefits:</p> <ul style="list-style-type: none"> Dependent-care assistance program Legal assistance Medical/Dental care Commissary/exchange discounts Space-available travel on government aircraft
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Attachment C

Federal Poverty Level For 2005

Family Size	FPL (2005)	125% of FPL	150% of FPL	200% of FPL
1	\$ 9,570	\$11,963	\$14,355	\$19,140
2	\$12,830	\$16,038	\$19,245	\$25,660
3	\$16,090	\$20,113	\$24,135	\$32,180
4	\$19,350	\$24,188	\$29,025	\$38,700
5	\$22,610	\$28,263	\$33,915	\$45,220
6	\$25,870	\$32,338	\$38,808	\$51,740
7	\$29,130	\$36,413	\$43,695	\$58,260
8	\$32,390	\$40,488	\$48,585	\$64,780
9+ Add	\$3,260/person	\$4,075/ person	\$4,890/person	\$6,520/person

Service	Eligibility Requirements	Program Requirements	Limitations/Exceptions
Job/Skill Training – S.T.	DCI Basic Income Eligibility for Spt Svc Program requirements as applicable Enrollment at TWC if eligible	Training of 6 months or less Goal is placement in transitional job (< living wage) Must apply for all applicable financial aid	\$1,000(T) + \$1,000(SS)/person/lifetime + Childcare + Transportation during training
Job/Skill Training – S.T.	DCI Basic Income Eligibility for Spt Svc Program requirements as applicable Enrollment at TWC if eligible	Training of 6 months or less Skill certificate/license producing Goal is job placement at living wage (\$8.75+/hr) Must apply for all applicable financial aid	\$2,000(T) + \$1,000(SS)/person/lifetime + Childcare + Transportation during training
Job/Skill Training – L.T.	DCI Basic Income Eligibility for Spt Svc Program requirements as applicable Enrollment at TWC if eligible	Training in approved or Demand Occupation Degree/certificate/license producing Goal is job placement Must apply for all applicable financial aid	\$4,000(T) or \$6,000 (T)/person/lifetime \$2,000(SS)/person/lifetime + Childcare + Transportation during training 1 occupation change/person
Training Related Expenses	DCI Basic Income Eligibility Spt Svc Enrollment in job/skill training	Applicable to specific job training Higher limits allowed for specific occupations	\$250/year for training related expenses \$250/person/lifetime for attire \$20/month for bus transportation \$8/day-\$40/week for auto expenses
Childcare	CCDS requirements	Must apply for all other applicable programs 1 st Must meet CCDS requirements	CCDS limit/child/year
Utility Assistance	DCI Basic Income Eligibility	Must apply for all other applicable programs 1 st	WARM limit/household/year
Food Assistance	DCI Basic Income Eligibility	Must apply for all other applicable programs 1 st Must apply for food stamps if eligible	\$150/household/year
Temporary Shelter	Maximum 125% FPL	Must apply for all other applicable programs 1 st	7 days/family/year
Rental/Mortgage Assistance	FEMA Guidelines	Must apply for FEMA and other assistance Proof of ability to continue payments	Maximum \$500 per year/household
Medical/Dental/Vision Assistance	Enrollment in authorized DCI program	Must apply for all other applicable programs 1 st	\$100/vist \$300/person/year
Pharmaceutical Assistance	Enrollment in authorized DCI program	Must apply for all other applicable programs 1 st	\$150/person/year
Gift cards/Incentives	Enrollment in authorized DCI program	Must be approved budget line-item	\$250/person/year
Life Skills Training	DCI Basic Income Eligibility Program requirements as applicable	Must apply for all applicable financial aid	\$500/person/year
Education (Remedial)	DCI Basic Income Eligibility Program requirements as applicable Must TABE >10.0	Possess GED/HS diploma or degree Required for training in approved occupation Must apply for all applicable financial aid	\$1,000(T) + \$1,000(SS)/person/lifetime + Childcare during training
Education (ABE)	DCI Basic Income Eligibility Program requirements as applicable TABE < 10.0	Use of CFRLC's or DCI specified location/program Must apply for all applicable financial aid	\$1,000(T) + \$1,000(SS)/person/lifetime
All Other	DCI Basic Income Eligibility Enrollment in authorized DCI program	Per applicable program	Maximum/person per funding source

Attachment E

PY 2005 Targeted Occupations

Alamo WorkSource
PY 2005 Plan Modification
Updated 7/20/05

Cluster	SOC	Title
Aerospace		
	19-4099	Life, Physical, and Social Science Technicians, All Other
	43-6011	Exec Secretaries/Admin Assists
	49-3011	Aircraft Mechanics/Service Techs
	49-9041	Industrial Machinery Mechanics
	49-9042	Maintenance/Repair Wkrs, General
	51-2092	Team Assemblers
	51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
	51-4041	Machinists
	51-9061	Inspector/Tester/Sorter/Sampler
Automotive/Advanced Manufacturing		
	43-4051	Customer Service Representatives
	49-3023	Auto Service Techs/Mechanics
	49-9041	Industrial Machinery Mechanics
	51-2092	Team Assemblers
	51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
	51-4041	Machinists
	51-4121	Welders/Cutters/Solderers/Brazer
	53-3033	Truck Drivers, Light or Delivery
Construction Materials & Equipment		
	43-6011	Exec Secretaries/Admin Assists
	47-2051	Cement Masons/Concrete Finishers
	47-2073	Operating Eng/Construct Equip
	47-2111	Electricians
	47-2152	Plumbers/Pipefitters/Steamfitter
	49-9021	Heating/Air Cond/Refrig Mechs
Financial Services		
	11-3021	Computer/Information Systems Managers
	13-2072	Loan Officers
	43-3031	Bookkeeping/Accounting/Auditing
	43-4051	Customer Service Representatives
	43-6011	Exec Secretaries/Admin Assists
Health Care		
	19-4099	Life, Physical, and Social Science Technicians, All Other
	29-1111	Registered Nurses
	29-1126	Respiratory Therapists
	29-2011	Medical/Clinical Lab Technol
	29-2012	Medical/Clinical Lab Techs
	29-2034	Radiologic Technols/Techs
	29-2052	Pharmacy Technicians
	29-2055	Surgical Technologists
	29-2061	Licensed Practical/Voc Nurses
	29-2071	Medical Records/Info Techs

Cluster	SOC	Title
Health Care	31-9091	Dental Assistants
	31-9092	Medical Assistants
	43-3031	Bookkeeping/Accounting/Auditing
	43-4051	Customer Service Representatives
	43-6011	Exec Secretaries/Admin Assists
	43-6013	Medical Secretaries
	51-9061	Inspector/Tester/Sorter/Sampler
Internet, IT, and Telecom		
	11-3021	Computer/Information Systems Managers
	13-1111	Management Analysts
	15-1021	Computer Programmore
	15-1031	Comp Software Eng, Aplicacion
	15-1032	Comp Software Eng, System Sftw
	15-1041	Computer Support Specialists
	15-1051	Computer Systems Analysts
	15-1071	Network/Computer Systems Admins
	43-4051	Customer Service Representatives
Support		
	25-3999	Teachers, Primary, Secondary, & Adult, All Others
	43-4051	Customer Service Representatives